

Travel Allowances

§ 301-8.4

or unusual circumstances, the authorizing agency shall determine an appropriate limitation on the amount of reimbursement. Each agency shall establish necessary administrative procedures for travel under this paragraph.

[54 FR 20288, May 10, 1989, as amended by FTR Amdt. 10, 55 FR 41533, Oct. 12, 1990; FTR Amdt. 26, 57 FR 28633, June 26, 1992; FTR Amdt. 32, 58 FR 58241, Oct. 29, 1993; FTR Amdt. 66, 62 FR 30279, June 3, 1997]

§ 301-8.3 Maximum daily rates and reimbursement limitations.

This section establishes the maximum amount of reimbursement for actual subsistence expenses that may be authorized or approved for each calendar day or fraction thereof. Agencies shall determine appropriate and necessary daily maximum rates not to exceed these amounts when authorizing or approving travel under this part. Maximum daily rates need not be prorated for fractions of a day; however, see paragraphs (b)(1) and (2) of this section for reimbursement limitations.

(a) *Maximum daily rates*—(1) *Travel within CONUS*. For travel within CONUS, the maximum daily rate for subsistence expenses shall not exceed 300 percent of the applicable maximum per diem rate (rounded to the next higher dollar) prescribed in appendix A for the travel assignment location.

(2) *Travel outside CONUS*. For travel outside CONUS, the maximum daily rate for subsistence expenses shall not exceed the greater of the amounts prescribed by the Departments of Defense and State, as set forth in the Joint Federal Travel Regulation/Joint Travel Regulation and the Foreign Affairs Manual, respectively, for nonforeign and foreign areas.

(b) *Reimbursement limitation*—(1) *General limitation*. When the actual subsistence expenses incurred during any 1 day are less than the maximum daily rate authorized, the employee shall be reimbursed only for the lesser amount. Expenses incurred and claimed (including those for fractional days) shall be reviewed and allowed only to the extent determined to be necessary and reasonable by the agency. (See § 301-8.5(b).) Reimbursement for meals and incidental expenses shall not exceed:

(i) 300 percent of the M&IE rate applicable to the temporary duty location; or

(ii) \$25 plus the M&IE rate applicable to the temporary duty location when the daily maximum rate authorized is established under paragraph (a)(2)(ii) of this section.

(2) *Specific meals and incidental expenses limitation*. The agency may authorize or approve the payment of meals and incidental expenses on a flat rate basis without the need for receipts and/or itemization when such expenses are within the applicable M&IE rate. On full days of travel, the payment shall not exceed the applicable M&IE rate. On partial days of travel, the payment shall not exceed three-fourths of the applicable M&IE rate. The amount of the maximum daily rate in excess of the actual M&IE payment may be used for lodging.

(c) *When lodging is procured through use of an agency purchase order*. When actual subsistence expense reimbursement is authorized or approved under this part and lodging is furnished to the employee at no cost through use of an agency purchase order, the agency shall not authorize or approve reimbursement for other subsistence expenses that will, when combined with the cost of lodging furnished, exceed the maximum daily rate authorized under paragraphs (a) and (b) of this section.

[FTR Amdt. 10, 55 FR 41533, Oct. 12, 1990, as amended by FTR Amdt. 19, 56 FR 37478, Aug. 7, 1991; FTR Amdt. 26, 57 FR 28633, June 26, 1992; FTR Amdt. 32, 58 FR 58241, Oct. 29, 1993; FTR Amdt. 38, 59 FR 43500, Aug. 24, 1994; FTR Amdt. 54, 61 FR 68160, Dec. 27, 1996; FTR Amdt. 66, 62 FR 30279, June 3, 1997]

§ 301-8.4 Authorization or approval.

(a) *Requests for authorization or approval of actual expense reimbursement*. It is the employee's responsibility to request authorization or approval for actual subsistence expense reimbursement when conditions appear to warrant such reimbursement and to furnish appropriate justification to support the request.

(b) *Prior authorization of actual expense travel*. Normally, travel on an actual expense basis should be authorized in advance and the daily maximum